



# Web Enabled Safety System



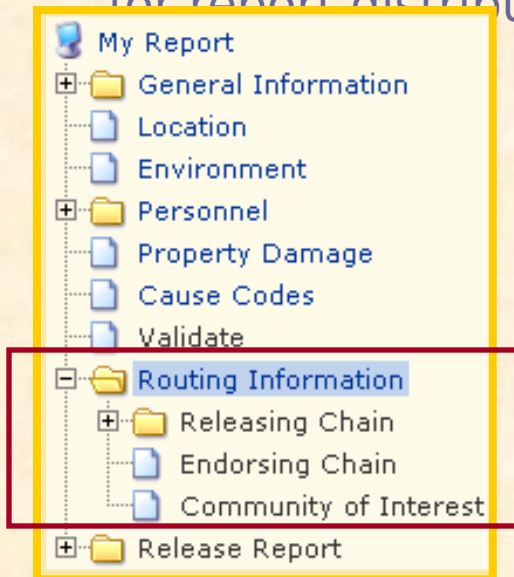
## **WESS** **Module 8**

## **Routing** **Reports**



# What is Report “Routing”?

**Routing A Report:** In the Report Directory tree at lower left, there is a folder entitled “**Routing Information**”. This function allows a Customer to establish distribution list(s) for a Mishap or Hazard report **prior to its Release**. There are three (3) primary purposes for report distribution lists:




**Releasing Chain:** Used to establish routing through the appropriate approval authority for review or revision prior to release of the report. Any person in the chain may modify the chain and edit or release the report.


**Endorsing Chain:** Required only for (but not limited to) Class A and certain Class B Mishaps. Routes a report through a designated chain of command to receive upper echelon


**Community of Interest:** The concept is based on the AIG and CAD endorsement. (Note: This feature is due to deployment in September 2004.) Members of a COI who may benefit from Lessons Learned receive email notification that a read-only version of the mishap report is available for review. ◀ ▶ 🔍



# What is a Releasing Chain?

 **Routing a Report:** A WESS function allowing a Customer to send a Draft Mishap or Hazard report to another customer(s) **prior to its Release**. This is usually done, within the Reporting Activity, for the purposes of notification, soliciting approval or additional data entry or revision by others



 Usually a “**Vertical**” process – Up or down the Chain of Command, inside and/or outside of the reporting activity.

 By clicking on “**Releasing Chain**” in the report Directory Tree, a drafter may enter as many users by name & email as needed for review or editing purposes. WESS is flexible & places no restrictions on the releasing chain.

 Each recipient of a Routed Report will receive an **Email Notification**, in their Outlook Inbox, that a report is awaiting review 

# Establishing a Releasing Chain

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

**WESS**  
Naval Safety Center

**Mishap Data Entry**

**Activities**

- [BASH](#)
- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Feedback Form](#)
- [Logout](#)

**My Report**

- General Information
- Location
- Environment
- Personnel
- Property Damage
- Cause Codes
- Validate
- Routing Information**
- Release Report

**Mishap Involved (Check)**

- ☐ Aircraft
- ☐ Cargo Air Drop
- ☐ Diving
- ☐ During Formal Training
- ☐ HRST Techniques
- ☐ Motor Vehicle (Private)
- ☐ Motor Vehicle/Tactical
- ☐ Ordnance/Weapon
- ☐ Parachuting
- ☐ Property Damage
- ☐ Property Damage
- ☐ Property Damage
- ☐ Recreational or Off Duty
- ☐ Ship/Sub Craft
- ☒ Shore/Ground

**My Report**

- General Information
- Location
- Environment
- Personnel
- Property Damage
- Cause Codes
- Validate
- Routing Information**
- Release Report

**Routing Information**

- Releasing Chain
- Endorsing Chain
- Community of Interest

When a Report is open in the active window, Clicking **Routing Information** opens the tree one level.

Click "**Releasing Chain**" to open a recipient selection screens. A drafter may add as many reviewers as needed.



# Establishing a Releasing Chain

Selecting “**Routing Information**” opens a Routing Maintenance Window.

## Routing Information Maintenance Window

Please select the Routing Information option as required. **Releasing Chain of Command** maintains the Command Review Chain prior to entry into the WESS System. The Releasing Chain of Command can be created or modified. Select the following link to access the Releasing Chain of Command process.

[Releasing Chain of Command](#)

**Communities of Interest** are Commands that are interested parties to the information contained in the report. Select the following link to access the Communities of Interest process.

[Communities of Interest](#)

Select the *Next* Button to continue.

Next

## Report Releasing Chain of Command Summary

Releasing Chain Created: 06/02/2004

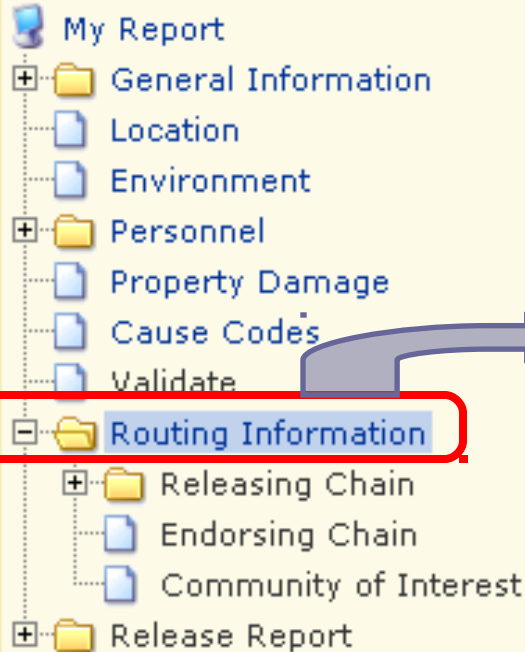
Releasing Chain Completed: In Process

Releasing Chain Created By: sc90pyw

Releasing Chain: Charles Almond

[Modify Releasing Chain](#)

Save



Clicking “**Releasing Chain of Command**” displays a Summary of the User(s) currently designated as review and releasing authority.

Click “**Modify Releasing Chain**” to make Changes or Additions.



# Adding Release Authorities

To add a review and releasing authority, enter the name, partial name or email address and Click **Search**.

## Report Reviewer(s) Search

[▶ Help](#)

NOTE: To search for a person, enter their First Name, Last Name, or Email Address. These pieces of information can be partial, i.e. Jon will find Jonathon. You can also enter more than one if known to narrow your search.

First Name  Last Name  Email Address

**Note:** You must make an entry, press search, and then choose your entry. Typing entry in the Number or Name field and pressing next will not save your entry.



## Report Reviewer(s) Search

[▶ Help](#)

NOTE: To search for a person, enter their First Name, Last Name, or Email Address. These pieces of information can be partial, i.e. Jon will find Jonathon. You can also enter more than one if known to narrow your search.

First Name  Last Name  Email Address

**Note:** You must make an entry, press search, and then choose your entry. Typing entry in the Number or Name field and pressing next will not save your entry.

### Select UID Entry

- ☐ N Webster - nwebster@safetycenter.navy.mil
- ☒ Pamela Webster - pamela.webster@navy.mil
- ☐ Nicholas Webster - nicholas.webster@navy.mil

A list of **User IDs** is displayed matching your search criteria. Click the button adjacent to your selection and Click **Next**



# Modifying the Releasing Chain

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

My Report - Releasing Chain of Command

Charles Almond - charles.almond@navy.mil  
Pamela Webster - pamela.webster@navy.mil

Up

Down

Add New Entry Edit Entry Delete Entry

Back Next

The new reviewer is now displayed in the Releasing Chain. The list may be modified by using the A/E/D edit tools at left.

My Report - Releasing Chain of Command

Charles Almond - charles.almond@navy.mil  
Pamela Webster - pamela.webster@navy.mil

Up

Down

Add New Entry Edit Entry Delete Entry

Back Next

The Review/Release Authorities are listed **sequentially**, both in the active windows above and in the directory tree at left. To change the order in which the report is received for review, highlight a name and Click the **Up** or **Down** boxes to change the sequence. Click **“Next”**



# New Releasing Chain

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

**Report Releasing Chain of Command Summary** [Help](#)

Releasing Chain Created: 06/02/2004  
Releasing Chain Completed: In Process  
Releasing Chain Created By: sc90pyw  
Releasing Chain: Pamela Webster Charles Almond

[Modify Releasing Chain](#) [Save](#)

**Activities**

- [BASH](#)
- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Feedback Form](#)
- [Logout](#)

**My Report**

- [General Information](#)
- [Location](#)
- [Environment](#)
- [Personnel](#)
- [Property Damage](#)
- [Cause Codes](#)
- [Validate](#)
- [Routing Information](#)
- [Releasing Chain](#)
- [Endorsing Chain](#)
- [Community of Interest](#)
- [Release Report](#)

**My Report - Releasing Chain of Command** [Help](#)

Pamela Webster - pamela.webster@navy.mil  
Charles Almond - charles.almond@navy.mil

[Up](#) [Down](#)

[Add New Entry](#) [Edit Entry](#) [Delete Entry](#)

[Back](#) [Next](#)

If the new releasing chain sequence is satisfactory, Click "**Save**".

Note that the Review Sequence has been changed in the Summary, the Directory Tree and in the Add / Edit / Delete Releasing Chain screen.





# Chain of Command Confirmation

The screenshot displays the WESS (Naval Safety Center) interface. On the left is a sidebar with 'Activities' (BASH, Save as template, Share report, Return home, Generate PDF, Feedback Form, Logout) and 'My Report' (General Information, Location, Environment, Personnel, Property Damage, Cause Codes, Validate, Routing Information, Releasing Chain, Pamela Webster, Charles Almond, Endorsing Chain, Community of Interest, Release Report). The main content area is titled 'Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY' and 'Current Releasing Chain of Command'. It shows a confirmation message: 'Releasing Chain Saved For This Report.' with details: 'Releasing Chain Created: 06/02/2004', 'Releasing Chain Completed: In Process', 'Releasing Chain Created By: sc90pyw', and 'Releasing Chain: Pamela Webster Charles Almond'. A 'Next' button is circled in red. A blue box overlay contains the text: 'WESS will confirm that the releasing chain shown above has been saved. Click "Next".'

**User Tip:** The capability to create **Report Templates** was introduced earlier, in Module 5. For Customers who consistently use the same principal review authorities, it is highly recommended that **Releasing Chains** be saved in the **report templates**. This precludes re-entry of this data with each type of report and saves entry time. Of course, changes can be made to any specific report built from a template, as needed at any time.



# Other Methods of Routing Reports

The screenshot shows the 'Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY' interface. On the left is a sidebar with a 'WESS Naval Safety Center' logo and a list of activities: BASH, Save as template, Share report, Return home, Generate PDF, Feedback Form, and Logout. Below these are expandable sections for 'My Report' (General Information, Location, Environment, Personnel, Property Damage, Cause Codes, Validate) and 'Routing Information' (Releasing Chain, Pamela Webster, Charles Almond, Endorsing Chain, Community of Interest, Release Report). The main content area is titled 'Routing Information Maintenance Window' and contains instructions to select a routing option. It features two links: 'Releasing Chain of Command' and 'Communities of Interest', each with a brief description. A 'Next' button is at the bottom right of the main area.

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

**Routing Information Maintenance Window**

Please select the Routing Information option as required. **Releasing Chain of Command** maintains the Command Review Chain prior to entry into the WESS System. The Releasing Chain of Command can be created or modified. Select the following link to access the Releasing Chain of Command process.

[Releasing Chain of Command](#)

**Communities of Interest** are Commands that are interested parties to the information contained in the report. Select the following link to access the Communities of Interest process.

[Communities of Interest](#)

Select the *Next* Button to continue.

[Next](#)

WESS returns to the Maintenance Window. The User may proceed with other sections of the Report.

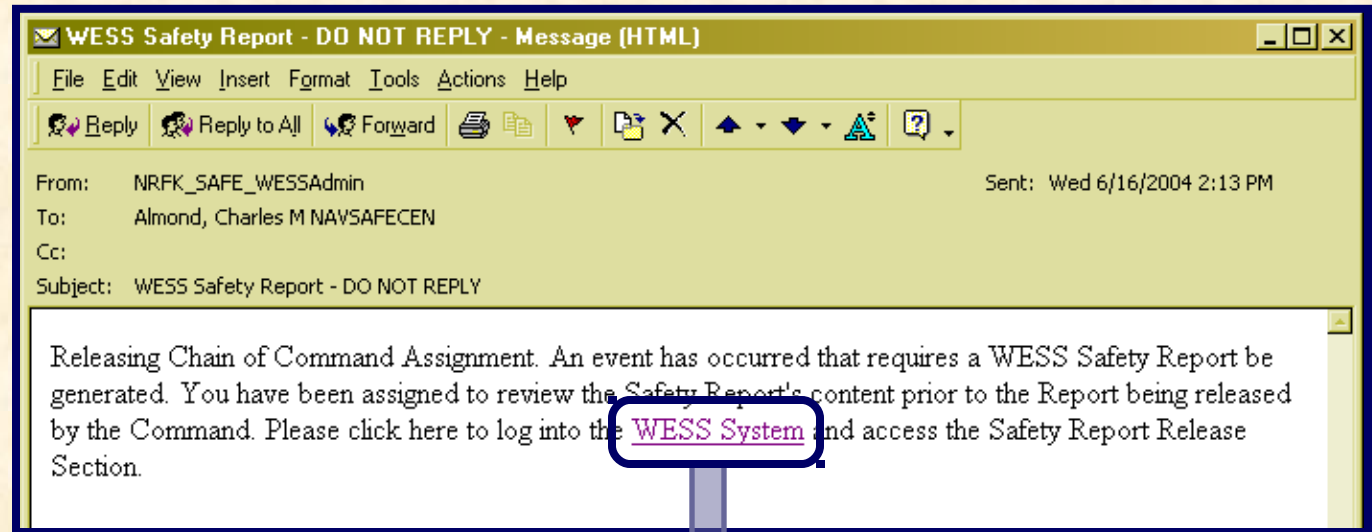
**Note:** This module has covered Routing and Releasing Chains / Chains of Command, from the sender's perspective.

For detailed discussion of other Routing methods, refer to Module 11 – Communities of Interest\_& Module 12 – Endorsements & Endorsing Chains


Let's take a look from the Recipient's perspective, when a report is received for review...

# What Does a Reviewer Receive?

When a report is routed for review, WESS sends a **Notification** to the recipient, by **Outlook Email**, similar to the one shown at right.



**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

 **WESS**  
Naval Safety Center

**Activities**



User Name

Password

[Request New Account](#)  
[Reset/Forgot Password](#)

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**WESS Beta Test Version #: 1.2.0**

 **Web Enabled Safety System** **WESS** 

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Clicking on the WESS hyperlink above, opens the WESS Login Screen directly.

Enter User Name and Password & Click **"Login"**



# What A Reviewer Sees...



## Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

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### Your Existing Reports - "User's Name"

#### Drafts

Delete	Serl#	Date	Description
<input type="checkbox"/>	<a href="#">1086784509039</a>	1 June 2004	Bad Outcome

#### Approval Needed

Serl#	Date	Description
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#### Release Pending

Serl#	Date	Description
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#### Release Action Needed

Serl#	Date	Description
<a href="#">1086100869622</a>	22 May 2004	SNM INJURED BACK

#### Endorsement Needed

Serl#	Date	Description
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[Help](#)

[Activities](#)

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Notifications](#)
- [BASH](#)
- [Feedback Form](#)
- [Return home](#)
- [Logout](#)

[Data Retrieval \(JReport\)](#)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

When the Customer next logs in to WESS, the **Routed Report** will be displayed under the heading **Release Action Needed**, or other appropriate location.

Click the hyperlinked **Serial Number** to open the Report for Review.





# Report Releasing Chain

## Important Notes About Report Routing and Releasing

- WESS is designed to be as **flexible and adaptable** to the variety of reporting activities and their associated chains of command, as possible. WESS does not mandate routing of reports nor dictate a specific chain.
- Likewise, WESS places **no restrictions** on who may Review and Release a mishap or hazard report to COMNAVSAFECEN or others.
- Each Reporting Command has the authority and responsibility to determine the appropriate routing, review and release authorities consistent with it's organizational structure and with higher authority. It's the reporting activity that dictates what, if any, review and releasing chain is required.
- In the case of **Class A & certain Class B mishaps**, establishment of an **Endorsing Chain is Required** by OPNAVINST 5102.1D. WESS will provide the capability to track endorsements, recommendations and corrective actions through to completion and close-out. (Deploys Sep 2004)



# “Submitting” Reports

To learn about “Submitting” or Releasing a Report,  
[Continue to Module 9](#)



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